MARYLAND JUDICIARY

GEARS
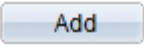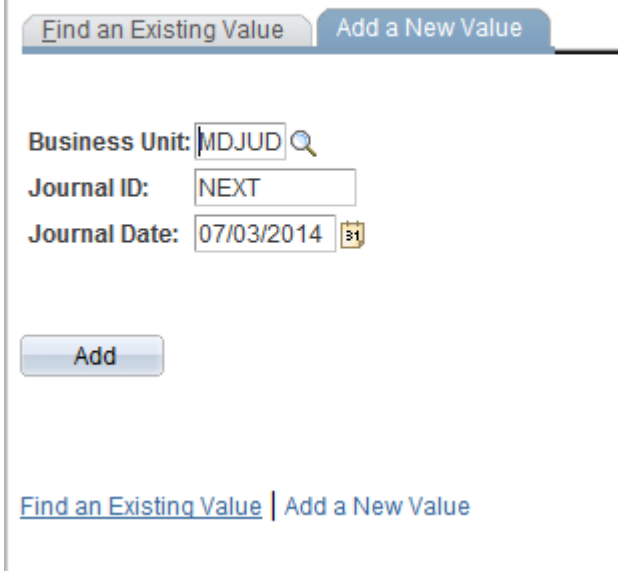General Enterprise And Resource Support
Quick Reference Tip Sheet

NEW: 09/09/2014

General Information

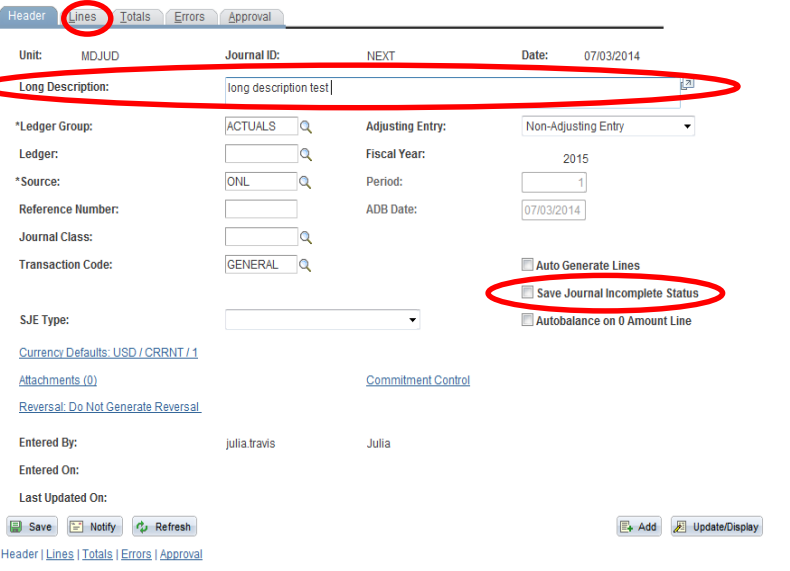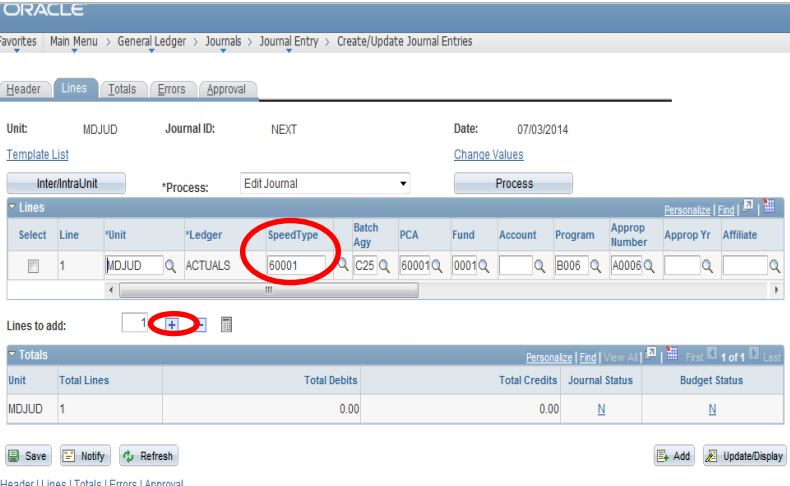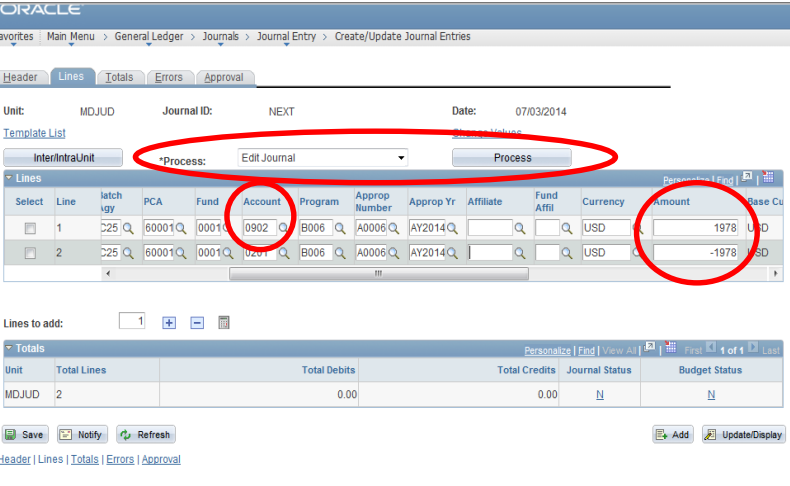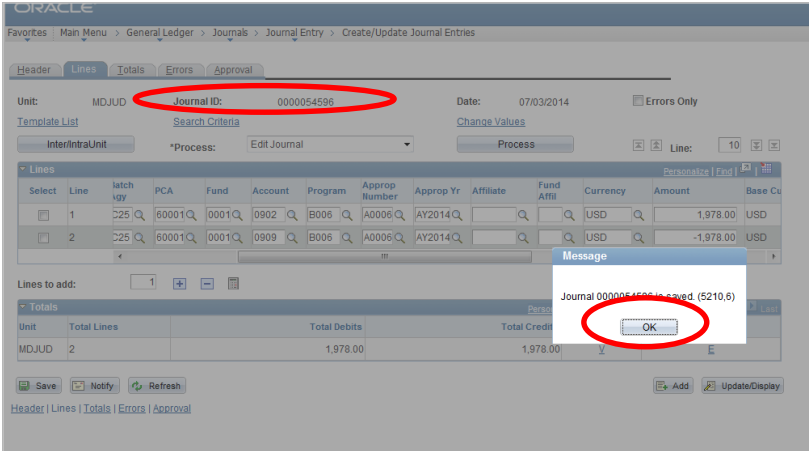| Task	Process Information
Creating a GL Journal Entry	Use a General Ledger journal entry to reclassify a journal that has already been posted to the Actuals ledger.

GEARS Navigation

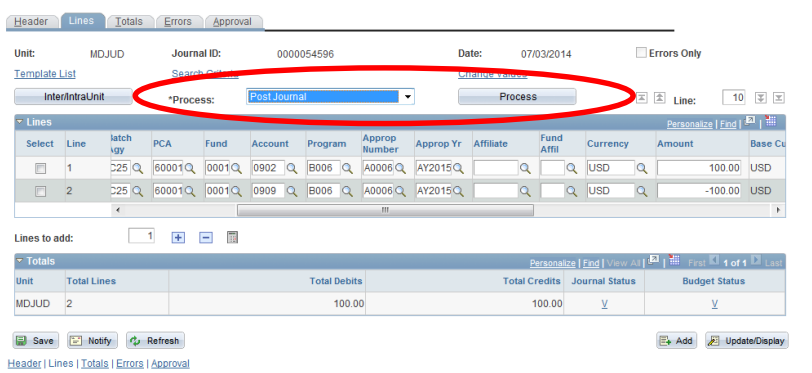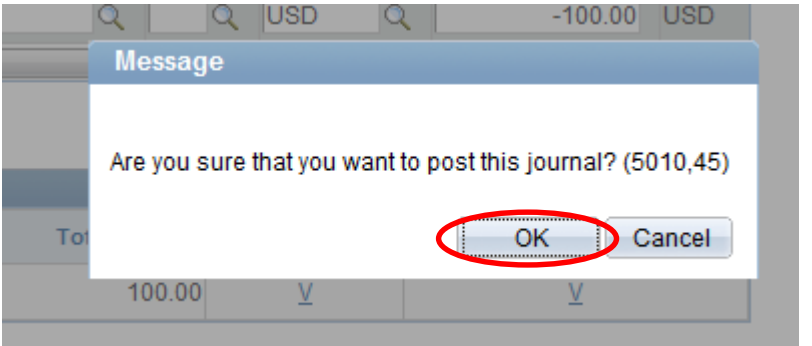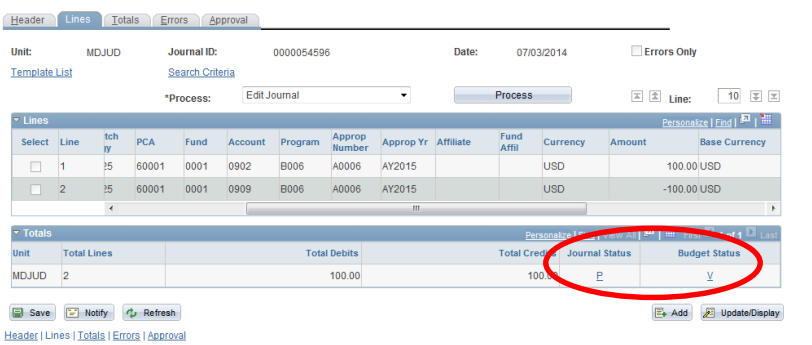| General Ledger > Journals > Journal Entry > Create/Update Journal Entries	ORACLE Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

1.0   Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	a) **Select the "Add a New Value" Tab.** b) **Be sure the fields are populated with the appropriate information.** c) **Click the** Add **button.**	**Create/Update Journal Entries** Find an Existing Value | Add a New Value Business Unit: MDJUD Journal ID: NEXT Journal Date: 07/03/2014 Add Find an Existing Value | Add a New Value

2.	a) Enter the desired information into the Long Description field. b) Deselect (turn OFF) the Save Journal Incomplete Status option. c) Click the Lines tab at the top of the page.	

3.	a) Enter your PCA in the SpeedType field.
	
	b) Press Enter. **NOTE: Most of the necessary chartfields will be populated for you (Batch Agency, PCA, Fund, Program, Approp Number).**
	
	c) Enter the following:
	   • Account
	   • Approp Year
	   • **Amount (NOTE: This amount should be positive)**
	
	d) Click the Insert Lines button	

4.	a) On the new line, enter the following:
	   • Account
	   • **Amount (NOTE: This should be the same amount, but negative)**
	
	b) Verify that the Process list displays "Edit Journal".
	
	c) Click the Process button.	

5.	a) **Take note of the Journal ID.** b) **Click the OK Button**	
6.	a) **Select "Post Journal" in the Process list.** b) **Click the Process Button.**	
7.	**Click the OK button to post the journal.**	
8.	**The journal is now posted.** **NOTE: You cannot edit the journal after it has been posted.**	

Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.